

# Adjutant General's Department

7/10/2015

## YOUR DIRECT LINK TO State Vacancies

**POST &/or  
Distribute**

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

*Open to:*      **1-Present State employees of TAG Dept**      **2-All State employees'**      **3-Public**

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	<b>Re-Opened RPO – Law Enforcement Officer</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180890">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180890</a>	JFHQ Security	Until Filled
Topeka	1,2,3	Unclassified	<b>911 Liaison/Planner II</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180873">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180873</a>	DOIT	Until Filled
Topeka	1,2,3	Unclassified	<b>Environmental Scientist I</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180871">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180871</a>	190 <sup>th</sup> - CE	Until Filled
Topeka	1, 2, 3	Unclassified	<b>NEW Fire Protection Specialist</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180806">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180806</a>	190 <sup>th</sup> Fire Dept	Until Filled
Topeka	1,2,3	Unclassified	<b>Industrial Mechanical Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249</a>	CFMO	Until Filled
Ft Riley	1,2,3	Unclassified	<b>Re-Opened Industrial Mechanical Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249</a>	CFMO	Until Filled
Topeka	1,2,3	Unclassified	<b>General Maintenance Repair Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180252">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180252</a>	190 <sup>th</sup> CE	Until Filled
Salina	1,2,3	Unclassified	<b>Utility Worker</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180233">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180233</a>	DPW/RTI	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1, 2, 3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460**

**NOTE:** On-line application and listing of **other State Vacancies** are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**REQUIRED DOCUMENTS:** The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

**RPO- Law Enforcement Officer  
Joint Forces Headquarters Complex – Topeka, KS  
Previous applicants need not apply**

**Requisition #180890 - Open until filled -Job Summary:** Position is a full-time, unclassified, state position, \$16.25 per hour with a shift differential of \$.50 for a total hourly rate of pay of \$16.75 an hour. Work schedules vary by assignment- Work hours are to be determined. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**How will I be screened? (Required Qualifications):** High school graduate or equivalent; Minimum Age 21. Current LEO certification required for LEO Position but not for RPO. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**Preferred Applicants:** LEO Position -Kansas Law Enforcement Training Academy or another state's equivalent training program. Experience may be substituted for training. RPO-One (1) year armed security/police experience preferred.

**Planner II – 911 Liaison  
Directorate of Information Management – Topeka, KS**

**Requisition # 180873 - Job Summary:** Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. Employee is subject to duty call at any time day or night.

**Job Description:** Develop and maintain an inventory of 911 equipment, software, networks, and other 911 capabilities and components for each Public Safety Answering Point (PSAP) in Kansas, and provide such information to the 911 Coordinating Council. This activity will require the employee to visit PSAPs and identify 911 systems and equipment components for developing the inventory and to interact with telecommunication providers to identify network architectures and services provided. Provide for timely and supportive communications, guidance and broad technical support to PSAPs on behalf of the 911 Coordinating Council. Employee will be responsible for providing direct technical guidance to PSAPs and to communicate PSAP needs and requests to the Council. Employee will travel to PSAP locations to meet local officials and develop information to address local needs for 911 enhancements and will assist PSAPs in planning 911 system enhancements, and in providing guidance for grant applications by PSAPs. Employee will also provide administrative and technical support to the 911 Coordinating council in the conduct of its mission and statutory duties. Provide requested training to PSAPs on technical and network components of the 911 system. Research and disseminate information to the Council and PSAPs on existing and evolving public safety communications system standards relevant to the provision of 911 services.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent (GED). Qualified applicant must possess the following:

- Extensive knowledge of public safety communications and enhanced 911 systems
- Knowledge of current 911 industry trends in technology architecture, microcomputers, networking and the Internet/Worldwide Web
- Knowledge of current emergency communication technology including, E911, Wireless 911, Phase I and II, primary and secondary public safety answering points, CAS, NCAS, ANI/ALI, CAD, Emergency Medical Dispatch Systems and AVL systems. Working knowledge of FCC regulations.
- Working knowledge of Next Generation 911 Systems
- Demonstrate ability to analyze technology-related issues and develop solutions and recommendations for appropriate action.
- Skilled in project management, including the planning, development, implementation and evaluation of projects
- Knowledge of GIS (911 environment)
- Ability to advise and oversee activities in person and remotely
- Ability to communicate effectively orally and in writing
- Ability to speak in front of large crowds

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Ability to draft technology-related plans, policies, standards and guidelines
- Work effectively with agency leadership, state and local managers and staff, policy boards and other non-government groups

### **Environmental Compliance Coordinator**

#### **Kansas Adjutant General's Department – 190th Civil Engineering-Forbes Field - Topeka, KS**

**Requisition # 180871 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$22.16 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position Monitors and inspects Kansas National Guard facilities and operational activities for compliance with applicable laws and regulations. Identifies and develops programs to ensure compliance with the ISO 14001 Environmental Management System. Follows established records management practices to allow effective management of important documents. Predicts the budgetary requirements for Hazardous Waste treatment and disposal annually. Coordinates all sampling, treatment, and disposal of hazardous waste. Sustains accuracy of the local Hazardous Waste Plan and updates as necessary. Conducts environmental reviews and site assessments as needed. Documents results of all inspections/assessments, assists responsible parties with resolving deficiencies, and follows up on all discrepancies in a timely manner. Must be able to work at heights up to 100 feet, lift objects weighing 50 pounds, and work in strenuous body positions or confined spaces. Must be able to utilize all necessary personal protective equipment, to include use of respirator and/or self-contained breathing apparatus, as a condition of employment. Incumbent is subject to call back during non-duty hours and periodically work in inclement weather. Incumbent must be able to obtain and maintain a secret security clearance and an unescorted entry line badge (U.S. Citizenship, no felony convictions, and good credit and driving records).

**How will I be screened? (Required Qualifications):** Requires One year experience in hazardous material/waste operations. Successful completion of 12 semester hours from an accredited college or university in mathematics and a physical science or a combination thereof, may be substituted for experience.

**Preferred Applicants:** Will have Two years' experience operating a personal computer to include use of Microsoft Windows 7, Microsoft Office 2010 Professional Plus (Word, Excel, PowerPoint, and Access), and Microsoft Outlook. Equivalent combination of training and experience may be substituted.

### **Fire Protection Specialist**

#### **190th Air Refueling Wing, Forbes Field-Topeka, KS**

**Requisition # 180806 - Open until June 26, 2015 - Job Summary:** Unclassified, Full-Time, \$39,894.40 annually or \$13.70 per hour rate based on 2,912 hours per year. Hazmat Technician certification incentive is available. 24 hour shifts. All application must be received by the closing date

**Job Description:** Fights aircraft, wheeled vehicle, structural and wild land fires; hazmat response; communications centers monitoring; inspections; facility/fire vehicle maintenance; and training.

**How will I be screened? (Required Qualifications):** Required: National Certification as a Fire Fighter II and Hazardous Materials Operations. Preferred: Within 12 months of hire: Must obtain certification in Airport Fire Fighter, Driver/Operator Pumper, ARFF & Tender, and EMT, DL-class A or B and passing pre-employment physical. Must complete and/or maintain designated training, certifications and physical requirements as conditions of employment. **Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.**

**Preferred Applicants:** Preferred: Airport Fire Fighter and Driver/Operator Pumper, ARFF & Tender.

### **Industrial Mechanical Technician**

#### **Construction Facilities Maintenance Office, Topeka, KS**

**Requisition # 180249 - Open until Filled - Job Summary:** Full time, unclassified with benefits, state position, \$16.56 to \$18.70 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Employee will perform general maintenance in but not limited to the following:

- Inspects, operates, maintains, modifies, and repairs all types of facility systems. Aligns, adjusts, services and repairs components and equipment such as abrasive blast systems, compressors, electric motors, and pumps. Tests and inspects installed electrical, mechanical and plumbing for proper operation and compliance with applicable technical orders, manufacturer's handbook, and local procedures, including compliance with safety and environmental regulations. Services components such as electric motors, compressors, valves, and moving mechanical parts with appropriate lubrications. Removes, disassembles, cleans, repairs, reassembles and reinstall components and components parts such as pumps, motors, controllers, compressors, burners, condensers, ruptured disks, valves, backflow preventers, safety and automatic valves, pistons, and bearings. Ensures HVAC equipment, components and systems are functioning properly and makes repairs if needed. Performs seasonal overhaul as required by applicable technical data and local procedures. Checks installed safety devices for proper operation. Repairs piping and pipe fittings. Removes sludge, scale and other harmful residue be cleaning. Available to respond to emergency maintenance and repair problems at all times. Periodically required to install new plumbing and plumbing fixtures.

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- Performs preventative maintenance actions in accordance with applicable technical data and local procedures. Lubricates and repacks valves, lubricates pumps, replaces gaskets and seals, corrects pumping equipment misalignments, cleans or replaces strainers and filters, and services water/oil separators and other Real property installed Equipment (RPIE). Uses hand and power tools such as jackhammers, torque wrenches, meters, gear pullers, bench grinders, hydraulic presses, pipe-threading machines, cutting and welding torches, welding outfits, wrenches, micrometers, caliper, power drills, vacuum pumps, portable trash pumps, powered and non-powered saws, drills, taps, and punches with drills, drill presses and hand punches. Bench checks repairable components and sub-assemblies using test equipment, standards, and other equipment required by applicable technical data. Tests and calibrates repaired items to ensure adequacy and reliability of repair actions. Aligns pulleys and adjusts drive belts on belt driven equipment.
- Maintains and repairs wooden, masonry and concrete buildings and structures; assembles prefabricated structures; installs and repairs plumbing systems and fixtures. Maintains and repairs the structural components of facilities, including, but not limited to walls, flooring, ceilings, concrete footings, foundations, floor slabs, and metal components for prefabricated and permanent structures, doors, windows, screens, roofing, siding, pipe systems, plumbing fixtures, roof flashings, duct work, gutters and downspouts. Inspects, maintains, repairs, and installs structural and mechanical components of roll-up overhead doors and overhead hoists to include rollers, guides, pulleys, stops, cables, clamps, limit switches, etc. Installs, repairs, replaces, and adjusts building hardware and plumbing fixtures/devices such as hinges, hasps, locks, hydraulic door openers and closers, heating devices, sinks, toilets, showers, water heaters, traps, vents, drains, meters, fittings.
- This position is subject to occasional recall and overnight travel.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and two (2) years training and/or experience in the following building mechanical trades: electrical, electronics, plumbing, power plant operation, boiler operation, HVAC, and electronic/pneumatic control repair. Physical ability to lift and move objects weighing up to 100 pounds and have normal color vision is required. Physical and mental ability to work at heights up to 100 ft. is required. Must have a valid driver's license. **Preferred:** Skill in use of tools and in the operation of machine and equipment commonly used in maintenance and repairing building systems work. Knowledge and work hazards and necessary safety precautions, knowledge of methods, processes and tools used to operate and maintain boilers, turbines, coils, air handlers, generators and other mechanical and electrical equipment. Knowledge of the methods and practices used in the operations and maintenance of water pumps, electronic controls, generators, or other mechanical and electrical equipment. Ability to interpret equipment technical manuals and building blue prints.

**Preferred Applicants:** Previous ARNG-ILI ESS Program Certified Intrusion Detection System (IDS) Technician is beneficial. Equivalent technical training and certification will be considered

### **Industrial Mechanical Technician** **CFMO – Fort Riley, KS**

**Requisition # 180676 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$16.59 - \$17.39 per hour depending upon qualifications. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position will be responsible for the following:

- **HVAC:** Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulating of air for facilities and equipment. Works on systems utilizing mechanical compression, vapor compression, or absorption as the methods of cooling. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fired boilers, split ventilating systems and air drying systems. Diagnoses and locates malfunctions, Disassembles, repairs, replaces, or adjusts thermostats, pressure stats, relays, switches, electronic controls, and other devices. Disassembles and repairs compressors and related components. Services and repairs evaporators, condensers, and receivers. Bleeds systems and replaces refrigerants. Tests for leaks and excessive load conditions. Reconditions, modifies, and fabricates parts. Installs and relocates equipment. Observes and tests the operation of heating and cooling systems in order to locate malfunctions in the automatic controls, converters, piping, pumps, and related components. Inspects, adjusts and, as necessary, replaces or repairs thermostats, governors, switches, cut off apparatus, burners, fuel feed flame guard controls, ball bearing, drive gears, gaskets, damaged parts, and electronic and other safety devices. Reassembles and reinstalls components. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Observes all safety rules and regulations. Serves as emergency "no cooling, no heating" mechanic, subject to call in to perform emergency repairs during off-duty hours.
- **Preventative Maintenance:** Performs preventative maintenance tasks in accordance with applicable technical data and local procedures. In order to maintain optimal life expectancy of all equipment, systems and individual components. This involves lubricating and repacking valves lubricating pumps, replacing gaskets and seals, correcting pumping equipment misalignments, cleaning or replacing strainers and filters servicing water/oil separators and other Real Property Installed Equipment (RPIE), bench checking repairable components and sub-assemblies, testing and calibrating repaired items to ensure adequacy and reliability of repair actions; aligning Pulleys and adjusting drive belt. On belt driven equipment.
- **Industrial Mechanical Systems and Equipment:** Inspects, troubleshoots, repairs, operates, Services and modifies all types of facility equipment, I e. Abrasive and Water blast systems, as well as components, I e. Compressors, electric motors, pumps, valves and other mechanical parts. This is done in order to ensure large equipment and systems are kept at optimum operational capacity, that malfunctions are identified and repaired with minimal down time, and that maintenance is completed

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with minimum disruption to production and work schedules. This is done by removing, disassembling cleaning, lubricating, repairing, reassembling and reinstalling components and component parts such as pumps motors, controllers, compressors, burners, condensers, ruptured disks, valves, backflow preventers, safety and automatic valves, pistons and bearings.

- **Electrical:** Tests, Inspects, Maintains, Repairs and installs electrical systems for buildings and equipment and components. Completes other electrical duties as required by supervisor. Tests, inspects for proper operation and compliant with applicable technical orders, manufacturers handbook and local procedures, and safety and environmental regulations.
- **Plumbing:** Installs, maintains, plans and selects all necessary materials to make the repairs on all water, air, gas, hydraulic, fire sprinkler systems and two sewer systems. Repairs, replaces and installs restroom fixtures and other related building equipment such as drinking fountains, sump pumps, also rebuilds circulating pumps, traps for heating systems. Completes other plumbing duties as required by supervisor. Repairs. Replaces, and maintains all utility lines above and below grade to include all air, gas, water, storm, and sanitary sewer lines lubricates and repacks valve, lubricate pumps, replaces gaskets and seals, correct pumping equipment misalignments, cleans and replaces strainers and filters. The types of piping used are cast iron, steel, copper, and plastic. Cuts, measures, reams and threads pipe and sweats fitting. All must be planned that will not disturb the daily operations. Plans, installs, tests, maintains, and keeps records on backflow devices.

**How will I be screened? (Required Qualifications):** Requires Five years training and/or experience in building/industrial maintenance and repair, including 1 year in building systems (i.e.) plumbing, electrical. Must possess or be able to obtain a State of Kansas Backflow and Cross Connection certificate within 1 year of employment; Must possess or be able to obtain a CFC certification within 6 months of employment. Skills in use of tools and in the operation of machines and equipment commonly used in maintenance and repairing of building, and Industrial equipment. Knowledge of work hazards and necessary safety precautions. Knowledge of methods, processes and tools used to operate, repair and maintain industrial mechanical systems and equipment such as abrasive blast systems, boilers, condenser coils, air handlers, Air compressors, water pumps and other mechanical and electrical equipment. Knowledge of the methods and practices used in the operations and maintenance of, electronic controls. Ability to interpret equipment technical manuals and building schematics.

### **General Maintenance Repair Technician I** **190th CE-Topeka, KS**

**Requisition # 180252 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$11.79 - \$13.61 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** Incumbent is required to perform custodial duties to include trash pickup, total floor care, dusting, window cleaning, custodial equipment repair, and general cleaning. Will be required to maintain clean/sanitary conditions in bathrooms, common areas, and other areas as directed by the supervisor. Responsible for the general maintenance of the grounds equipment to include Tractor, Gators, Mowers both push and riding mowers, and Snow Removal equipment. Incumbent will schedule assigned work orders according to custodial supervisor direction. Incumbent performs minor maintenance and recurring maintenance on selected building systems in the assigned areas. These responsibilities will vary from building to building and may include any of the building systems. Duties include (not limited to) bathroom fixture repair, exit/emergency light testing and repair, fluorescent lamp/ballast replacement, lawn sprinkler system repair, clearing of plugged drain lines, aerator replacement, carpet square and ceiling or floor tile replacement, HVAC filter replacement, and door weather seal replacement. Incumbent may be required to install items for customers such as (not limited to) dry erase boards, plaques, clocks, modular furniture accessories...only after coordination with custodial supervisor.

**How will I be screened? (Required Qualifications):** One (1) year experience and/or training in custodial work including operating high speed buffers and commercial carpet shampooers and one (1) year of training and/or experience in building maintenance trades. Normal color vision IAW AFR 160-43 or its replacement is mandatory. Must be able to work at heights up to 80 feet, lift objects weighing 50 pounds, and work in strenuous body positions. Incumbent is subject to call back during non-duty hours and periodically work in inclement weather.

**Preferred Applicants:** Will have working knowledge of applicable EPA regulations and building codes.

### **Utility Worker** **Department of Public Works - Kansas Regional Training Center - Salina, KS**

**Requisition # 180233 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$11.21 - \$12.66 per hour, with Maintenance and Trades differential of \$.30 an hour. Work hours 6:30 am to 3:00 pm, Monday through Friday. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position assists on maintenance/repairs of armories. Work includes but is not limited to the following:

- **MOWING:** Mows and/or power rakes lawns of property in order to keep grasses at an acceptable height and to have the grounds reflect positively on the agency. This is done by safely, skillfully and independently operating a variety of grounds maintenance equipment, such as: tractors with brush cutters, brush hogs, rotary blades or balers; riding and push lawn mowers; and power rakes; and being able to work under hot, humid conditions over 100 degrees for long periods of time. Requires valid driver's license.

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- **DEBRIS AND TRASH REMOVAL:** Clears lawns and acreage of all trash, unwanted brush, downed or cut tree limbs, large rocks and other debris in order to keep the grounds clean and neat and help protect mower blades from damage. This requires the ability to move over uneven terrain, locate objects to be removed, secure and move large objects weighing up to 100 and at lengths of up to 6 feet and burning debris.
- **LANDSCAPING:** Performs a variety of landscaping activities in order to make the grounds attractive. This includes, but is not limited to: trimming trees and bushes; planting and watering flowers, shrubs, plants, lawn and trees; applying chemicals; destroying weeds, plant diseases and other unwanted conditions; and filling in washed out areas with dirt. This requires the ability to detect basic weeds and unwanted diseases; the ability to make accurate mixtures of fuel and oil; and ability to safely, skillfully and independently use a variety of power and hand tools, which include but are not limited to, chain saws, garden tools, gas operated weed trimmers, etc., and the ability to work at heights of up to 30 or 50 feet..
- **SNOW REMOVAL:** Removes snow and ice from parking lots and sidewalks in order to provide safe areas for staff and visitors during inclement weather. This requires the ability to safely, skillfully and independently operate a variety of snow removal equipment such as tractors and vehicles with snow blades, snow blowers and hand shovels; the ability to follow written and verbal instructions in the application of ice and snow melting chemicals; the ability to work in extreme cold and windy conditions for long periods of time during daylight or darkness; and reporting for work outside regular working hours as needed.
- **CARPET CLEANING:** Prepares and shampoos carpeting in order to insure carpeted areas are clean and maintained in good condition. This requires the ability to independently and accurately mix the correct cleaning products to achieve the desired result and the ability to use carpet-cleaning machines.
- **ENGINE REPAIR:** Performs minor maintenance and repairs on equipment used in the completion of job tasks. This includes, but is not limited to, removing snow blades, changing oil filters, replacing spark plugs, etc. This requires basic knowledge of small engine maintenance and repair.
- **BUILDING MAINTENANCE:** Performs a variety of building maintenance tasks as assigned, in order to assist in keeping the facilities in good operating condition. This includes, but is not limited to, replacing florescent light bulbs, stopping sewer odor coming from floor drains, shutting off main water valves during emergency repairs, changing furnace filters, painting offices, installing picture frames, etc. This requires a working knowledge of routine building maintenance and repair and the ability to follow verbal instructions.

**How will I be screened? (Required Qualifications):** Must be able to work in heights 50 feet off the ground. Must be able to pick up at least 100 lbs. of equipment off the ground. Must have valid driver's license. Prefer 6 months experience in small engine repair, mechanical, plumbing and electrical repairs. Prefer Basic knowledge of planting flowers and shrubbery. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

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